

SUSPENSION/EXPULSION DATA REPORTING INSTRUCTION BOOKLET

For School Year 2002-2003



**Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501**

September 2002

TABLE OF CONTENTS

	Page
Federal Reports Requiring This Data	1
Who Must Report Suspension/Expulsion Data	2
What Data Is Being Collected	2
What Time Period Does This Data Represent.....	2
When Is The Report Due.....	2
Where Is The Report Sent	3
Completing The Form.....	3
School Identifying Information.....	4
No Incidents To Report	4
Column by Column	4
Incident Date And Codes	5
1 – Date – Month	5
2 – Incident Code(s)	5
3 – Location Code	6
4 – Victim Code	6
5 – No. of Victims	7
Perpetrator Information and Codes.....	7
6 – Perpetrator Code.....	7
7 – Student Identifier	8
8 – Gender Code	8
9 – Race/Ethnicity Code.....	8
10 – Program Status Code	8
11 – Special Education Disability Code.....	9
Action Codes	
12 – Action Code	9
13 – Length of Removal in Days	10
14 – Full Year Expulsion (Y/N) – for firearms related incidents only	10
15 – Shortened Expulsion (Y/N) – for firearms related incidents only	10
Signature	10
Who To Contact For Help	10
APPENDIX A - Examples of Entering Data.....	11
APPENDIX B – Glossary	13

Instructions for Reporting of Suspension/Expulsion Data SCHOOL YEAR 2002-2003 DUE DATE: June 30, 2003

DATA COLLECTION FOR 2002-2003

Substantial changes have been made in the School Data Collection Suspension/Expulsion Log for school year 2002-2003. The newly revised Log with accompanying instruction manual should help school districts record data more accurately and make the reporting of this data more consistent statewide than was the case in previous years.

The changes include new lists of incident and action codes. Also, the reporting of data is incident-driven, thus making it easier to use in the annual federal reports the OPI must complete for the U.S. Department of Education. (Most of the focus on these federal reports for which the Log is used is on incidents that occur in or on school grounds.)

While the majority of the data collected will continue to be on incidents in which enrolled students have been suspended or expelled out-of-school, we are also collecting data on victims and perpetrators involved in an incident who are nonstudents.

This instruction booklet contains a Glossary of Terms at the back. Please refer to the Glossary for questions you might have on definitions for incident codes, action codes, race/ethnicity codes, etc.

Please read the instructions completely. If you have questions, call Pat Reichert at 406-444-4430 or Marion Erp at 406-444-1951.

FEDERAL REPORTS REQUIRING THIS DATA

ESEA, Title XIV, Part F – Gun-Free Schools Act (GFSA) – The GFSA requires the state education agency to provide data annually to the U.S. Department of Education to ensure the implementation of the Act. Data provided on incidents that involve firearms satisfy this requirement.

ESEA, Title IV – Safe and Drug-Free Schools and Communities Act (SDFSCA) – The SDFSCA requires the state education agency to report data annually on incidents of prohibited behavior on school property, including information about those committing the offense and those victimized by the incident.

ESEA, Title IX – Unsafe School Choice Option (NCLB) – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as “persistently

dangerous.” The following definition of "persistently dangerous" has been developed by the OPI in consultation with local education agencies and other interested parties:

“A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- a) in each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and
- b) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
 - (1) more than 5 expulsions for a school of less than 250 students,
 - (2) more than 10 expulsions for a school of more than 250 students, but less than 1,000 students.
 - (3) More than 15 expulsions for a school of more than 1,000 students.”

Individuals with Disabilities Act (IDEA), Part B, Annual Data Report – The state education agency is required to report data annually on incidents involving students with disabilities who have been suspended or expelled for weapons or drugs violations, as well as students unilaterally removed (suspended/expelled) for more than 10 days, or a series of suspensions that totals more than 10 days during the school year reported.

WHO MUST REPORT SUSPENSION/EXPULSION DATA

Every school within every school district in the state must return a completed suspension/expulsion report form by June 30, 2003, whether the school has incidents to report or not.

WHAT DATA IS BEING COLLECTED

Schools are required to report data on all incidents under the following conditions:

- Incidents that result in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled students; and
- Incidents of weapons, drugs or violence in which the perpetrator was a nonstudent (someone not enrolled in the school such as a dropout, student from another school, etc.).

WHAT TIME PERIOD DOES THIS DATA REPRESENT

Schools will report incidents that take place during the 2002-2003 school year (July 1, 2002 through June 30, 2003).

WHEN IS THE REPORT DUE


Completed report forms from every school in the state must be returned to the OPI by **June 30, 2003**.

WHERE IS THE REPORT SENT

Return to: Pat Reichert or Marion Erp
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

COMPLETING THE FORM

COMPLETED FORMS MUST BE RETURNED TO THE OPI FOR EVERY SCHOOL IN EACH SCHOOL DISTRICT IN THE STATE.



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
www.opi.state.mt.us

**2002-2003 SCHOOL YEAR DATA COLLECTION
SUSPENSION/EXPULSION LOG**

12 Deer Lodge
0326 Anaconda High School
0237 Anaconda H S

Incident Date and Codes					Perpetrator Information and Codes						Action Codes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims	Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Firearm Incident Only	
													Full-Year Expulsion (Y/N)	Shortened Expulsion (Y/N)
1														
2														
3														
4														
5														

No Incidents to Report ☐

Signature _____ Title _____ Phone _____ Date _____

DUE DATE: June 30, 2003

Return to: Pat Reichert or Marion Erp, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501

School Identifying Information

Preprinted identifying information for each school is located in the upper right-hand corner of the form. If a school needs to use a form without the preprinted information, school name and district name must be provided in the upper right-hand corner.

12	Deer Lodge
0326	Anaconda High School
0237	Anaconda H S

School Information:

- County (co code)
- School (school code)
- District (legal entity code)

Action Codes

11 12 13 14 15

No Incidents to Report

If a school has no incidents that fit the criteria for reporting, the school shall check the box in the lower left-hand corner of the form - "No Incidents to Report" - sign and date the report, and return it to the OPI.

No Incidents to Report ☐

DUI
Rel

If a school has no incidents to report, check the appropriate box.

Column by Column The columns are broken into three distinct sections – Incident Date and Codes, Perpetrator Information and Codes, and Action Codes. The incident drives the data in the succeeding sections. One incident may have several victim types (student, school personnel, etc.); may have several perpetrators (student(s), nonstudent, etc.), and for each perpetrator who is an enrolled student, the Action Codes section must be completed. Each incident has five lines that can be used across the page for entering data. If more lines are needed, use lines from the next incident. No data should be entered in the shaded cells.

Examples of how data is entered can be found in Appendix A at page 11.

Incident Date and Codes					Perpetrator Information and Codes						Action Codes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims	Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Firearm Incident Only Full-Year Expulsion (Y/N)	Shortened Expulsion (Y/N)
1														
2														

Incident Date and Codes

The incident drives the rest of the data entered. For each incident reported, data related to that incident must be provided across the columns in each section.

Incident Date and Codes				
1	2	3	4	5
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims
1				

1 – Date – Month

For each incident, enter the month the incident took place – **there will be only ONE date per incident.**

2 – Incident Code(s)

Enter all incident codes from the list below that identify the type of behavior involved in the incident. Note that there are four distinct **incident categories** – **Drugs, Other, Violence, and Weapons**. Determine the category that applies to the incident (more than 1 category may apply), and then determine the incident type within the category. Enter the corresponding Incident Type Code in the appropriate column on the form (more than 1 line may be used to list incident codes if there isn't enough room on the first line to list all codes that apply to the incident).

For definitions of the incident codes, see the Glossary in Appendix B at page 13.

Incident Category	NCES Incident Type Code	Incident Type
Drugs	1000	Alcohol
	1600	Drugs (Excluding Alcohol and Tobacco)
	3300	Tobacco
Other	1100	Arson
	1200	Attendance Policy Violation
	1400	Breaking and Entering/Burglary
	1500	Disorderly Conduct
	2900	Other Sexual Offenses (Lewd Behavior, Indecent Exposure)
	3100	Theft
	3400	Trespassing
	3500	Vandalism
	9000	Other Offenses (Forgery, Fraud, Bribery, Larceny)
Violence	1300	Aggravated Assault (Battery)
	1700	Fighting (Mutual Altercation)
	1800	Harassment, Nonsexual
	2000	Homicide
	2300	Kidnapping
	2600	Robbery (Involving Physical Harm)
	2700	School Threat (of Destruction or Harm)
	2800	Sexual Battery (Rape)
	3200	Threat/Intimidation
Weapon	11	Handgun
	12	Shotgun/Rifle
	13	Other Firearms
	20	Knife, Blade 2.5" or Greater
	96	Dangerous Weapon
	97	Other Weapons

3 - Location Code

The location code identifies where the incident occurred, specifically whether the incident occurred on or off school grounds. For each incident, there will be ONE location code.

For definitions of the location names, see the Glossary in Appendix B at page 15.

Location Code	Location Name
100	On Campus
200	Off Campus

4 - Victim Code

The victim code captures specific information regarding the individual(s) victimized in the incident, if any. For each incident, there **MUST** be at least one victim code entered. **If no victims are involved, use code 700.** No other data is required on victims. Use a line for each code entered.

For definitions of the victim names, see the Glossary in Appendix B at page 16.

Victim Code	Victim Name
100	Student
200	School Personnel
500	Other
600	Nonschool Personnel
700	None

5 - No. of Victims

Enter the number of victims, if any, involved in the incident. If more than one victim code is entered in the previous column, enter the appropriate number of victims for each victim code. Leave blank if there were no victims involved in the incident (victim code 700 in the previous column).

Perpetrator Information and Codes

Information in this section is related to the incident listed in the Incident Date and Code(s) section. If the incident has several perpetrators, each shall be listed in this section on a separate line.

Perpetrator Information and Codes					
6	7	8	9	10	11
Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)

6 - Perpetrator Code

The perpetrator (offender) is the person who committed the incident. The perpetrator code identifies specific information about the type of individual(s) involved. All perpetrators involved in an incident should be listed. For each incident, there MUST be at least one perpetrator code entered. Use the appropriate code listed below. **If the perpetrator is an enrolled student at the school, then columns 7 through 11 of this section must be completed, as well as the Action Codes section.** No other data is required on perpetrators who are nonstudents.

For definitions of the perpetrator names, see the Glossary in Appendix B at page 15.

Perpetrator Code	Perpetrator Name
100	Student
640	Nonstudent
999	Unknown

7 - Student Identifier

If the perpetrator is an enrolled student in the school, student identifier must be entered. This is a unique identifier that separates this student from all other students reported by the school. It can be initials, number, or combination. A student's name should not be used. **If a student is involved in additional incidents, the same student identifier for that student must be used for each additional incident.**

8 - Gender Code

If the perpetrator is an enrolled student in the school, gender must be entered.

M	Male
F	Female

9 - Race/Ethnicity Code

If the perpetrator is an enrolled student in the school, a race/ethnicity code must be entered. The general racial or ethnic category that most clearly reflects the individual's recognition in his or her community or with which the individual most identifies, shall be used.

For definitions of the race/ethnicity names, see the Glossary in Appendix B at page 16.

Code	Race/Ethnicity Name
1	American Indian or Alaskan Native
2	Asian
3	Hispanic
4	Black (not Hispanic)
5	White (not Hispanic)
6	Native Hawaiian/Pacific Islander

10 - Program Status Code

If the perpetrator is an enrolled student in the school, program status must be entered. This code identifies the student as either regular education or special education (receiving services under the Individuals with Disabilities Education Act [IDEA]) as well as whether a student is limited English proficient or has a Section 504 plan. If the student is limited English proficient or has a Section 504 plan, then add an "A" or "B" to the code. Example: if a student is special education and limited English proficient, the code would be 12B. A student can be limited English proficient and also have a Section 504 plan (both A and B would then be used).

For definitions of the limited English proficient and Section 504 plan, see the Glossary in Appendix B at page 15.

Regular Education – 11	Special Education - 12
Section 504 Plan - A	Section 504 Plan - A
Limited English Proficient - B	Limited English Proficient - B

11 - Special Education Disability Code

If the perpetrator is an enrolled student in the school and is receiving special education services under the IDEA (Program Status Code in column 10 is listed as "12"), then special education disability code must be entered. This information can be found on the student's IEP. Choose all that apply.

Code	Disability		Code	Disability
AU	Autism		LD	Learning Disability
CW	Child with Disability		OH	Other Health Impairment
CD	Cognitive Delay		OI	Orthopedic Impairment
DB	Deaf Blindness		SL	Speech/Language Imp
DE	Deafness		TB	Traumatic Brain Injury
ED	Emotional Disturbance		VI	Visual Impairment
HI	Hearing Impairment			

Action Codes

The Action Codes section must be completed for each perpetrator listed who is an enrolled student in the school.

Action Codes			
12	13	14	15
Action Code	Length of Removal in Days	Firearm Incident Only	
		Full-Year Expulsion (Y/N)	Shortened Expulsion (Y/N)

12 – Action Code

An action code must be entered on the appropriate line for each perpetrator who is an enrolled student in the school. **Only one action code shall be used for each perpetrator.**

For definitions of the action code names, see the Glossary in Appendix B at page 13.

NCES Action Code	Action Name
250	Expulsion, placed in interim alternative educational setting (referral by school personnel)
260	Expulsion, <u>without services</u>
400	Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel)

NCES Action Code	Action Name
410	Suspension, out-of-school, <u>without services</u>

13 – Length of Removal in School Days

The length of the suspension or expulsion for each perpetrator who is an enrolled student must be entered in **school days**. The length should be reported in decimal form to account for partial days (e.g., full day = 1.00, $\frac{1}{2}$ of a day = .75; $\frac{1}{4}$ day = .50). A student who has been expelled for a "full year" would be expelled for about 180 **school days** (the total number of days a school is in session in 1 year).

14 – Full-Year Expulsion (Y/N) – for firearms-related incident only

15 – Shortened Expulsion (Y/N) – for firearms-related incident only

Montana law requires that school districts have a policy in place for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than **1 calendar year** unless the trustees modify the requirement for expulsion on a case-by-case basis.

If the incident has an incident code that refers to a firearm ("**Handgun**" – 11, "**Shotgun/Rifle**" – 12, or "**Other Firearms**" – 13), then a "Y" or "N" must be entered in the appropriate field to signify if the expulsion was for a **full calendar year** or was **shortened by a board of trustees' decision**.

SIGNATURE

When all data has been entered, the form must be signed and dated by the individual completing the form. Please include a phone number for contact if there are questions about the data.

WHO TO CONTACT FOR HELP

For questions, contact: **Pat Reichert at 406-444-4430 or e-mail to preichert@state.mt.us**
Marion Erp at 406-444-1951 or e-mail to merp@state.mt.us

APPENDIX A

EXAMPLES OF ENTERING DATA

Below are sample descriptions of several incidents and how the data would be entered on the form:

- 1 An enrolled student (male, white, regular ed) and a student from another school get into a fight on the school grounds. The fight results in the enrolled student being suspended from school for 10 days. Both students are considered perpetrators (mutual altercation) and both students are entered on the form as perpetrators. However, only additional information about the enrolled student is necessary. The incident category is Violence and the incident type is 1700 – Fighting (Mutual Altercation).

Incident Date and Codes					Perpetrator Information and Codes						Action Codes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims	Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Firearm Incident Only Full Year Expulsion (Y/N)	Shortened Expulsion (Y/N)
1 Mar	1700	100	700		1 100	JVV	M	05	11		1 410	10		
					2 640						2			

2. Four enrolled students get into a fight at a school basketball game taking place at another school. It is subsequently determined that the students have also been drinking alcohol. The suspension times differ based on the egregiousness of each student's participation in the fight. There are two incident categories – Drug and Violence. Under the Drug category the incident type is 1000 – Alcohol. Under the Violence category, the incident type is 1700 - Fighting (Mutual Altercation).

Incident Date and Codes					Perpetrator Information and Codes						Action Codes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims	Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Firearm Incident Only Full Year Expulsion (Y/N)	Shortened Expulsion (Y/N)
1 Dec	1700	200	700		1 100	101-B	M	05	11		1 410	10		
	1000				2 100	102-B	M	05	11		2 410	5		
					3 100	103-B	M	05	12	LD, SL	3 410	15		
					4 100	104-B	M	01	11		4 410	5		

- 3 Two students (one an enrolled student and one a student who dropped out of school the previous year) bring a rifle to school and threaten 2 teachers. The enrolled student is expelled by a board of trustees' action for one year – no services in an alternative setting are being provided. There are two incident categories that fit this incident – Weapons and Violence. Under Weapons, the incident type is 12 – Shotgun/Rifle. Under Violence the incident type is 3200 – Threat/Intimidation.

Incident Date and Codes					Perpetrator Information and Codes						Action Codes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims	Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Firearm Incident Only Full Year Expulsion (Y/N)	Shortened Expulsion (Y/N)
1 Feb	12	100	200	2	100	SL	M	05	11		260	365	Y	
	3200				640									

- 4 An enrolled student calls a bomb threat to the school and is discovered. The student is expelled by a board of trustees' action for one year – because the student is special education, services in an alternative setting must be provided. The incident category is Violence and the incident type is 3200 – Threat/Intimidation.

Incident Date and Codes					Perpetrator Information and Codes						Action Codes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date - Month	Incident Code(s)	Location Code	Victim Code	No. of Victims	Perpetrator Code	Student Identifier	Gender Code	Race/ Ethnicity Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Firearm Incident Only Full Year Expulsion (Y/N)	Shortened Expulsion (Y/N)
1 May	3200	200	700	0	100	13726	F	05	12	ED	400	365		

APPENDIX B

Glossary

Action Codes

- 250 Expulsion, placed in interim alternative educational setting (referral by school personnel):** The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services. This includes both students with and without disabilities.
- 260 Expulsion, without services:** The student is expelled by an action of the school board of trustees from all school district settings, with total cessation of educational services.
- 400 Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel):** The student is removed from his/her current educational setting in accordance with school district policy and placed in an interim alternative educational setting to receive education services. This includes both students with and without disabilities.
- 410 Suspension, out-of-school, without services:** The student is removed from his/her current educational setting in accordance with school district policy and from all school district settings for a specified length of time during which the student does not receive educational services.

Expulsion

Montana Statute 20-5-202, MCA, states that expulsion is a disciplinary action available only to the school district board of trustees. The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student.

The statute also states that the trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school for not less than 1 year. However, the 1-year expulsion may be modified by the trustees on a case-by-case basis.

Incident Codes

DRUGS

- 1000 Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
- 1600 Drugs (Excluding Alcohol and Tobacco):** Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.
- 3300 Tobacco:** Possession, use, distribution, or sale of tobacco products.

OTHER

- 1100 Arson:** To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.
- 1200 Attendance Policy Violation:** Violation of school district, or school policy relating to attendance.

- 1400 Breaking and Entering/Burglary:** Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.
- 1500 Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.
- 2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure):** Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.
Note: Consider age and developmentally appropriate behavior before using this category.
- 3100 Theft:** The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here.
- 3400 Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.
- 3500 Vandalism:** Willful destruction or defacement of school or personal property.
- 9000 Other offenses (Forgery, Fraud, Bribery):** Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

VIOLENCE

- 1300 Aggravated Assault (Battery):** Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.
- 1700 Fighting (Mutual Altercation):** Mutual participation in an incident involving physical violence where there is no major injury.
- 1800 Harassment, Nonsexual:** Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.
- 2000 Homicide:** Killing a human being.
- 2300 Kidnapping:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
- 2600 Robbery (Involves Physical Harm):** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery.
- 2700 School Threat (of Destruction or Harm):** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.
- 2800 Sexual Battery:** Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
- 3200 Threat/Intimidation:** Physical, verbal, written, or electronic action that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

WEAPON

- 11 Handgun:** The weapon involved was a handgun or pistol.

- 12 Shotgun/Rifle:** The weapon involved was a shotgun or rifle.
- 13 Other Firearms:** The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act, other firearms include:
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
 - The frame or receiver of any weapon described above;
 - Any firearm muffler or firearm silencer; and
 - Any destructive device, which includes:
 - Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- 20 Knife, Blade 2.5" or Greater:** The weapon involved was a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length.
- 96 Dangerous Weapon:** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length. [Source: 18 U.S.C §930(g)(2)] If the weapon involved was a knife with a blade of 2 _ inches in length or greater, report the incident under the Knife code above.
- 97 Other Weapons:** The incident involved a weapon other than those described above.

Location Codes

- 100 On Campus:** The incident occurred on school property or in a school building.
- 200 Off Campus:** The incident occurred off school property or not in a school building.

Perpetrator Codes

- 100 Student:** The perpetrator is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.
- 640 Nonstudent:** The perpetrator is a nonstudent youth (e.g., dropout, student from another school).
- 999 Unknown:** The perpetrator is unknown.

Program Status Codes

- 11 Regular Education:** The student is receiving education services in the regular education program.
- 12 Special Education:** The student is receiving special education and related services under IDEA.
- A Section 504 Plan:** Accommodations for students with disabilities. A qualified individual is an individual with disabilities of a school age during which persons without disabilities are provided educational services or to whom the state is required to provide a free appropriate public education under IDEA. An individual with disabilities is a person who 1) has a physical or mental impairment that substantially limits one or more major

life activities; 2) has a record or history of such an impairment; or 3) is treated by the school district as having such a limitation. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self and performing manual tasks. Some Section 504-qualified students may also be eligible under IDEA.

- B Limited English Proficient:** An individual who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:
- a) who was not born in the United States or whose native language is a language other than English;
 - b) who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
 - c) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments; the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in our society.

Race/Ethnicity Codes

- 01 American Indian or Alaskan Native:** Any individual a) who is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant, in the first or second degree*, of such members, or b) is considered by the Secretary of the Interior, Bureau of Indian Affairs or Indian Health Service to be an Indian for any purpose, or (c) is an Eskimo or Aleut or other Alaskan native.
- *First degree refers to parents and second degree refers to grandparents.
- 02 Asian:** A person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.
- 03 Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 04 Black (not Hispanic):** A person having origins in any of the black racial groups of Africa.
- 05 White (not Hispanic):** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 06 Native Hawaiian/Pacific Islander:** A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa, and Tahiti.

Suspension

Montana Statute 20-4-302(5), MCA, states that in a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA, states that the trustees of a district must adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3) states that a teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

Victim Codes

- 100 Student:** The victim is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.
- 200 School Personnel:** The victim is employed at the reporting school at the time the incident occurred.
- 500 Other:** The victim can't be identified in any of the listed categories for victims.
- 600 Nonschool Personnel:** The victim is an individual who does not attend or work for the school (e.g., parent, community member, volunteer).
- 700 None:** Use this code for incidents where no persons are victimized.